



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
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ATBO-C

121 DEC 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employment of Retired Members of the Armed Forces

1. References:

a. Memorandum, Deputy Assistant Secretary of Defense, Civilian Personnel Policy, 24 Sep 01, subject: Appointment of Retired Members of the Armed Forces to Positions in the Department of Defense

b. Memorandum, Assistant Secretary of Army (Manpower and Reserve Affairs), 30 Dec 03, subject: SAB

c. Department of Defense Directive, Number 1402.1, 21 Jan 82, SAB.

2. Reference 1a authorizes the appointment of retired members of the armed forces to Department of Defense (DoD) civil service positions within the 180 days immediately after retirement, without processing a waiver of the employment restriction. This provision is in affect for the duration of the national emergency.

3. While a 180-day waiver is not required during the declared national emergency, the policies of reference 1c and all laws and regulations pertaining to merit principles and prohibited personal practices are still in affect for the recruitment, selection and appointment of recently retired military personnel.

4. The basic objective in filling DOD positions is to ensure the appointment of fully qualified employees. Retired members of the Armed Forces are an excellent source of candidates and have a right to be considered for Federal civilian employment. Such consideration shall be extended equitably and in compliance with the merit system principle of open competition to avoid both the practice and appearance of preferential treatment. This is important not only in the interest of career employees, but to protect retired members from unwarranted allegations that they obtained their positions through influence based on prior military service.

5. Military to civilian conversions are an integral part of the Army's transformation initiatives. Increased demand on U.S. Forces requires maximum use of civilian human resources. As more military positions are converted, there will be greater opportunities for employment of former military service members.

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6. The following requirements must be met before employing recently retired (i.e. within 180 days) members of the Armed Forces.

- Recruitment for the position shall be conducted in a way that ensures reasonable efforts are made to obtain applicants from all possible sources to avoid any suspicion of attempts to unduly limit competition. This requires that the vacancy be well publicized; that recruitment be conducted over a sufficient period of time to give all interested candidates an opportunity to apply; and that requirements for the position are written in a manner that does not give an advantage to a particular person.

- When selecting a retired member, it must be established that the member is more qualified than any in-service candidate. This normally occurs through a competitive process. This applies to all types of appointments including Veterans Recruitment Appointments.

- Positions may not be held open pending the retirement of a member of the Armed Forces in order to provide that person with a preferential opportunity to apply for or be appointed to the position.

- If the position was last occupied by the proposed appointee or another military incumbent, change to a civilian space must meet true management need and not be to afford civilian employment to the proposed appointee.



ALICE K. WARD
Civilian Personnel Director

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